

Solid Waste Assistance Grants 2008 Request for Initial Proposals

Agency Name: U.S. Environmental Protection Agency, Region 10

Funding Opportunity Name: Request for Initial Proposals, Solid Waste Management Assistance

Announcement Type: Initial Announcement

Funding Opportunity Number: EPA-R10-RCC-2008

Catalog of Federal Domestic Assistance Number: 66.808

Overview

The U.S. Environmental Protection Agency Region 10 is soliciting proposals to fund projects that address solid waste reduction and management. Funds will be awarded pursuant to Section 8001 of the Resource Conservation and Recovery Act ("RCRA"), 42 U.S.C. §6981 or Section 10 of the Toxic Substances Control Act (TSCA), 15 U.S.C §2609, as appropriate. Funding will be in the form of cooperative agreements and/or grants. Funds will be awarded to applicants carrying out projects that serve the following states: Alaska, Idaho, Oregon, Washington, and the lands in Indian Country which fall under EPA Region 10's geographic area.

The aim of this funding is to support innovative ideas with the goal of fostering positive change. Projects may include studies, surveys, investigations, demonstrations, training, and public education programs. All demonstration projects must demonstrate applications, technologies, methods or approaches that are new, innovative or experimental. A demonstration project that is carried out through a routine or established practice is not eligible for funding. This solicitation is available on the Internet at:

<http://yosemite.epa.gov/r10/HOMEPAGE.NSF/Information/Grants>

Under this announcement, EPA anticipates awarding approximately \$120,000 in cooperative agreements this year for general Solid Waste Management Assistance Grants. Region 10 anticipates awarding approximately 3 to 6 cooperative agreements and/or grants ranging in size from \$10,000 to \$40,000.

No Matching funds are required.

Important Dates:

All dates with the exception of the due date for initial proposals are tentative and may be subject to change.

May 19, 2008 -- Initial Proposals must be received by 5 PM Pacific Standard Time

June 2, 2008 -- EPA notifies finalists to prepare final proposals, applications, and workplans.

June 15, 2008 -- Final proposals, applications, and workplans must be received by 5 PM PST

September 30, 2008 – Awards made.

Contact: Jeff Hunt
Phone: 206-553-0256
Email: hunt.jeff@epa.gov

Contents of Full Text Announcement:

- I. Funding opportunity description
- II. Award information
- III. Eligibility information
- IV. Application and submission information
- V. Application review information
- VI. Award administration information
- VII. Agency contacts

Solid Waste Management Assistance Grants 2008 Request for Initial Proposals

Full Text of Announcement

I. Funding Opportunity Description

Funds will be awarded pursuant to Section 8001 of the Resource Conservation and Recovery Act ("RCRA"), 42 U.S.C. §6981 or Section 10 of the Toxic Substances Control Act (TSCA), 15 U.S.C §2609, as appropriate. The purpose of the Solid Waste Assistance program is to preserve and restore land by using innovative waste management practices and by reducing the risks posed by releases of harmful substances. Projects may include studies, surveys, demonstrations, training, and public education programs. All demonstration projects must demonstrate applications, technologies, methods or approaches that are new, innovative or experimental. A demonstration project that is carried out through a routine or established practice is not eligible for funding.

Funds will be awarded to applicants carrying out projects that serve the following states Alaska, Idaho, Oregon, Washington, and the lands in Indian Country which fall under EPA Region 10's geographic area.

This program supports EPA's strategic goal of land preservation and restoration. These grant programs fund Region 10 priorities listed below. This funding opportunity links to EPA's Strategic Plan through sub-objective 3.1.1: Reduce Waste Generation and Increase Recycling. It also supports EPA's strategic goal of promoting environmental compliance and stewardship, referenced in Objective 5.2. Improve Environmental Performance Through Pollution Prevention and Innovation. For more information see: <http://www.epa.gov/ocfo/plan/2003sp.pdf>

Region 10 – Program Priorities for Proposals Submitted for the general Solid Waste Management Assistance Grants:

These priorities reflect national priorities of EPA's Resource Conservation Challenge (RCC), for more information on this program please see: <http://www.epa.gov/rcc/>. Applicants seeking funding for the Solid Waste Management grants must address one or more of the following goals and priorities in their proposals:

The goal of the program is to promote recycling and solid waste reduction projects that will:

- have a significant national environmental impact; and/or
- address a significant environmental issue in an area of Region 10 with limited waste reduction activities; and/or
- foster market mechanisms or market development.

EPA Region 10 seeks to fund innovative proposals that fit into one or more of the following priorities:

1. Reducing the generation of municipal solid waste sent to landfills, including:
 - Recycling on the go – providing increased recycling opportunities in public areas
 - Organic waste collection – including residential and commercial food waste collection, composting, anaerobic digestion, and/or market substitution based on biodegradability.
 - Material recovery facilities – introducing technologies or techniques to increase the success in capturing usable commodities from post consumer waste recycling programs.
2. Reducing the environmental impact of new construction through green building techniques, including:
 - Construction and demolition debris – fostering the increased reuse or recycling of salvaged materials.
 - Market development – promoting the increased use of recycled content material in building construction
3. Reducing the toxicity of current or future waste streams, including:
 - Persistent, bioaccumulative, and toxic substances – addressing waste streams that pose an increased risk to human health and the environment
 - Green chemistry – seeking to prevent future waste threats by integrating the precautionary principle into the creation of current products.
4. Reducing market barriers for environmentally preferable goods, including:
 - Product stewardship – providing reuse and recycling opportunities for end of life consumer goods.
 - Design for the environment – making front end design changes in products and packages to facilitate end of life ease of recycling or biodegradability.
 - Environmentally preferable purchasing – assisting federal, state, and local governments to incorporate environmentally preferable procurement standards such as the Electronic Product Environmental Assessment Tool or Executive Order 13423 implementation.
5. Reducing greenhouse gas production with respect to solid waste management, including:
 - Waste prevention, recovery and disposal – demonstrating the energy efficiency and greenhouse gas reductions that result from making appropriate changes across the materials lifecycle. Examples include integrating solid waste related greenhouse gas reduction techniques into climate change planning for your organization, product stewardship, design for the environment, environmentally preferable purchasing, increased use of recycled content, increased recovery, and changes in disposal practices.
 - Methane reduction – reducing landfill gas methane emissions through the promotion of composting or in-vessel anaerobic digestion.

- Education and outreach – programs that a) increase awareness of the greenhouse gas reductions and energy efficiency benefits of addressing waste prevention, recovery and disposal, and b) result in greenhouse gas emissions reductions

Environmental Results--Outputs and Outcomes for Proposals submitted for the general Solid Waste Management Assistance Grants:

Pursuant to EPA Order 5700.7, “*Environmental Results under EPA Assistance Agreements*,” EPA requires that all grant and cooperative agreement recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature, and in how they are measured.

- **OUTPUTS:** The term “output” means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.
- **OUTCOMES:** The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Expected outcomes from this program include, but are not limited to the following:

- increase the amount of material being recycled or composted
- measure quantitative and qualitative reductions in waste generation, use of toxics in products, materials use in products or processes, and estimated greenhouse gas impacts using EPA’s Waste Reduction Model at:

http://www.epa.gov/climatechange/wycd/waste/calculators/Warm_home.html

Anticipated outputs from this program include:

- educational and outreach materials for the public and businesses
- development of tools to increase the purchase of environmentally preferable products
- partnerships established between federal and non-federal programs to provide resource conservation and improved materials management to reduce waste disposal

II. Award Information

Under this announcement, EPA anticipates awarding approximately \$120,000 in cooperative agreements this year for Solid Waste Management Assistance. Region 10 anticipates awarding approximately 3 to 6 cooperative agreements and/or grants ranging in size from \$10,000 to \$40,000 for the Solid Waste Management Assistance.

A cooperative agreement is a type of grant. Under a cooperative agreement, EPA provides financial assistance and is substantially involved in the project. While EPA's role will vary from project to project, EPA expects to have substantial technical interaction with the recipient throughout the performance of the project. For such projects, such involvement may include but is not limited to: reviewing and approving project phases, collaborating with the recipient on the scope of work and mode of operation of the project, closely monitoring the recipient's performance, approving any proposed changes to work plan and/or budget, approving qualifications of key personnel, and reviewing and commenting on reports prepared under the assistance agreement.

An applicant may submit more than one proposal if the proposals are for different projects.

All projects should have an anticipated start date of October 1, 2008. Proposed project periods may be up to two (2) years.

Selected applicants may be offered funds in an amount less than the proposal requests. In appropriate circumstances, EPA reserves the right to partially fund proposals/applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

Funding for these projects is not guaranteed and is subject to the availability of funds. EPA reserves the right to reject all proposals or applications and make no awards under this announcement.

III. Eligibility Information

Applicant Eligibility

Proposals will be accepted from States (including the District of Columbia, Puerto Rico, Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands), Federally recognized Indian Tribes, interstate, intrastate and local government agencies and instrumentalities; and non-profit organizations that are not 501 (c)(4) organizations that lobby, including non-profit educational institutions, and non-profit hospitals.

Threshold Eligibility

In order to be eligible for funding consideration under this announcement, applicants must meet all of the following conditions. Failure to meet all of the threshold eligibility factors will result in disqualification of the proposal.

1. Applications/Proposals must substantially comply with the application/proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal/application and/or parts of the application/proposal, pages in excess of the page limitation will not be reviewed.
2. In addition, proposals must be received by the proposal deadline as specified in Section IV of this announcement. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration. Applicants should confirm receipt of their proposal with Jeff Hunt (206-553-0256) as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.
3. Proposals submitted via fax or through email (this does not include proposals submitted through grants.gov) are NOT eligible and will not be reviewed or considered.
4. Scientific research projects are ineligible for funding.
5. Funds will be awarded to applicants carrying out projects that serve the following states: Alaska, Idaho, Oregon, Washington, and the lands in Indian Country which fall under EPA Region 10's geographic area.
6. Applicants seeking funding for the Solid Waste Management grants should address one or more of the following goals and priorities in their proposals:

The goal of the program is to promote recycling and solid waste reduction projects that will:

- have a significant national environmental impact; and/or
- address a significant environmental issue in an area of Region 10 with limited waste reduction activities; and/or
- foster market mechanisms or market development.

No matching funds are required.

Ineligible applicants will be notified within 15 **calendar** days of the finding that they were not eligible for award consideration based on the threshold criteria.

IV. Application and Submission Information

a. General Information:

All proposals must be formatted for 8 1/2" x 11" paper using no smaller than 11 point font with 1" margins, single spaced. A page equals one side of paper. Hard copy submissions should be submitted on recycled paper and should be double-sided to reduce waste.

Initial proposals are limited to 2 pages. The 2 page limit does not include the SF-424 form which is required for grants.gov. Excess pages submitted with initial proposals will not be reviewed or considered. Proposals that do not substantially comply with the following format are NOT eligible and will not be reviewed or considered. Email and fax submissions are NOT eligible and will not be reviewed or considered

Step 1-- Contents of Initial Proposal

There is a 2-page limit. Please note that the information below is required no matter what the mode of submission is used, grants.gov or hardcopy

1. Applicant's name, primary contacts, address, phone and fax numbers, and e-mail (if available).
2. Background information about lead organization, and other participants/partners. Background should focus on experience related to the project proposal and grant management abilities.
3. Summary of the project. In addition to describing the purpose of the project and how it will be implemented applicants must describe how the project relates to Region 10 priorities.
4. Project goals and objectives:
 - What you will achieve?
 - What the project impact will be?
 - Whom the project will benefit?
 - How you plan on determining the project's effectiveness?
 - What is your plan for tracking and measuring the project results, how will such results be measured and how will that relate to environmental improvements, specifically outputs and/or outcomes as described in Section I of the announcement?
 - Does the project address the evaluation criteria in section V?
5. Project budget
 - Estimated project budget. Estimates should be made for personnel, travel, supplies, contracts, and any indirect costs.

Initial proposals must be received by close of business (5:00 pm PST) May 19, 2008 and must be submitted through either grants.gov or hard copy submission.

Submission of initial proposals:

Applicants may choose to apply under this announcement in one of two ways. If you wish to apply with a hard copy submission, please follow the instructions under "Hard Copy Submission" below. If you wish to apply electronically via Grants.gov, please follow the appropriate instructions under "Electronic Application" below. EPA encourages applicants to submit their application materials electronically through <http://www.grants.gov>. Please do not submit a proposal using both methods.

1. Hard Copy Submissions

Application materials submitted via mail/commercial delivery service: Initial proposals must be received by 5:00 p.m. Pacific Standard Time May 19, 2008. **Applications received after this due date will not be considered for funding.** The original and one copy of your proposal must be submitted to the address below:

Jeff Hunt, Mailstop AWT-122
U.S. Environmental Protection Agency Region 10
1200 Sixth Ave, Suite 900
Seattle, WA 98122

2. Electronic Submissions

SEE GRANTS.GOV INSTRUCTIONS UNDER ATTACHMENT A

Step 2 - EPA Notifies Applicants Selected to Develop Final Proposals:

Final proposals will be requested from those applicants whose initial proposals have been successfully evaluated. Such applicants will be provided with instructions and a due date for submittal of the final application package. Applicants who are not selected to submit final proposals will be notified in writing that they have not been selected to submit a final proposal. Those who make it to the second phase will be asked to provide a more in depth proposal, including programmatic capability and past performance.

b. Intergovernmental Review:

Applicants (except for Indian Tribes and Tribal Consortia) must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372. EPA's implementing regulations for this Executive Order can be found at 40 CFR §29.1-29.13.

c. Confidential Business Information:

It is recommended that confidential information not be included in your proposal. However, if confidential business information is included, it will be treated in accordance with 40 CFR Part 2. In accordance with 40 CFR 2.203, applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c) (2) prior to disclosure.

d. DUNS: All applicants applying for funding must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. Applicants who do not already have a DUNS number may find instructions for obtaining one at the following website: <http://www.grants.gov/GetStarted>. A DUNS number may also be obtained by calling 1-866-705-5711.

e. Proposal/Application Communications and Assistance:

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1),

EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

f. Contracts and Subawards:

Funding can be used for the applicant to make subawards/subgrants, acquire contract services, or fund partnerships.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

g. Funding Restrictions:

i.) The following are ineligible costs:

- purchase of capital equipment (e.g., trucks, tractors, front-loaders, etc.)
- construction costs or construction planning costs
- acquisition of land costs or interest in land costs
- subsidy for the price of recovered resources costs.

ii.) Management fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

2. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

V. Application Review Information

a. Evaluation Criteria

Initial proposals and final applications will be evaluated and scored by reviewers using the

criteria listed below. Each initial proposal and final application may receive up to 100 points.

1. Initial Proposal Evaluation Criteria (100 points):

1. Project Description (10 points)

Describe a priority environmental problem(s) or the environmental significance of the issues involved with the project, including a clear description of goals and tasks, realistic timelines/budget.

2. Project Objective/Goals (20 points)

Describe how you intend to meet one or more of the objectives listed under the Program Goals listed in Section I.

3. Project Benefits/Impacts (40 points)

Describe the project benefits/impacts (e.g., how partnerships will be formed as a result of the project, how the project implements successful models from other areas, how the project will become self-sustaining after beyond EPA funding, etc.)

4. Measurability of Project Results (30 points)

Describe how you will achieve environmental results and the expected outcomes/outputs identified in Section I. In addition, you will be evaluated on your plan for tracking and measuring progress towards achieving the expected outcomes/outputs identified in Section I of this announcement.

2. Final Application Review Criteria (100 points):

1. Programmatic Capability (80 points)

Proposals will be evaluated based on the applicant's:

- (i) Past performance in successfully completing federally and/or non-federally funded projects similar in size, scope and relevance to the proposed project **(20 points)**
- (ii) A history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports **(20 points)**
- (iii) Organizational experience and ability to plan for timely and successfully achieving the objectives of the project **(20 points)**
- (iv) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project **(20 points)**

In evaluating applicants under this factor, EPA will consider information provided by the applicant and may also consider information from other sources including prior grantors and agency files. Applicants with no relevant or available past performance and /or reporting history (items i and ii above) will receive a neutral score for those elements of this factor.

6. Experience tracking environmental results (20 points)

Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made, whether the applicant adequately documented and/or reported why not. Note: In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor. (For example, the criterion is worth 20 points, so a neutral rating for an applicant with no past performance reporting history on outcomes and outputs would be 10 points.)

B. Review and Selection Process:

1. Initial Proposals

A panel comprised of EPA Region 10 staff will review initial proposals against the threshold eligibility factors in Section III. Those proposals that are deemed eligible will then be evaluated and ranked by the panel against the initial proposal criteria stated above. The panel will then invite the highest ranking initial proposals to submit final applications.

2. Final Proposals and Awards

After the evaluation of the initial proposals, EPA will invite those applicants with the highest ranked initial proposals to submit final proposals for review. A second EPA selection panel of EPA staff from a cross-section of programs will score each final proposal and discuss the strengths and weaknesses of each proposal. The review panel will submit its finalist recommendations to the Regional selection official who will consider the review panel rankings and recommendations and in addition may consider the following factors: 1) the geographic distribution of funds, 2) the distribution across the priority funding categories. Selected applicants will be notified and requested to submit a final application.

VI. Award Administration Information

If your proposal is selected for funding, you will need to complete a formal application, including a detailed workplan, for federal funding. Administrative forms and general information on Federal grants can be obtained at:

<http://yosemite.epa.gov/r10/omp.nsf/webpage/Region+10+Grants+Administration+Unit>

Receipt of an application kit is not a guarantee of funding, nor is it an authorization to begin performance on the selected project. Deadlines must be met and the application and work plan

must be approved by EPA for funding to occur.

Regulations governing the award and administration of this grant program can be found at 40 CFR Part 30 (for institutions of higher learning, hospitals, and non-profit organizations) and 40 CFR Part 31 (for States, Tribes, and local governments). Regulations may be viewed at <http://www.epa.gov/ogd/grants/regulations.html>.

All costs incurred under this program must be allowable under the applicable Code of Federal Regulation (formerly Office of Management and Budget (OMB) Cost Circulars): 2 CFR 225 (formerly A-87) for States and local governments, 2 CFR 230 (formerly A-122) for nonprofit organizations, or 2 CFR 220 (formerly A-21) for universities. Copies of these circulars can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (i.e., lobbying members of Congress or lobbying for other Federal grants, cooperative agreements, or contracts).

Nonprofit applicants that are recommended for funding under this announcement may be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards' which can be found at http://www.epa.gov/ogd/grants/award/5700_8.pdf. Nonprofit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

In addition, non-profit applicants who receive an award under this announcement will be required to have at least two of their employees complete the mandatory online training, "EPA Grant Management Training for Non-Profit Applicants and Recipients." One person must be the project manager, or equivalent, for the assistance agreement. The other individual must be the person authorized to draw down funds for the assistance agreement. The training must be completed by both employees prior to the acceptance of the award. The course can be accessed at: <http://www.epa.gov/ogd/training/index.htm>

Quarterly project status reports and Financial Status Reports will be required. Quarterly reports should describe project activities and provide the EPA Project Officer with information about project development. The Financial Status Report must accurately account for all federal funds expended and identify appropriate use of federal funds.

Disputes: Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the Agency Contact listed below.

Data Access and Information Release: The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with Federal funds and (2) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data are requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 C.F.R. 30.36.

VII. Agency Contact

Jeff Hunt

Phone: (206) 553-0256

Email: hunt.jeff@epa.gov

For other EPA funding opportunities:

<http://www.Grants.gov>

Attachment A

Grants.gov Proposal/Application Instructions For Announcement Number EPA-R10-RCC-03

General Application Instructions

The electronic submission of your proposal/application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the proposal/application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page.

Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at:

<http://www.grants.gov/help/help.jsp>

or http://www.grants.gov/aboutgrants/program_status.jsp).

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R10-RCC-03, or the CFDA number (CFDA 66.808) in the appropriate field. You may also be able to access the proposal/application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application/Proposal Submission Deadline: Your organization’s AOR must submit your complete proposal/application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than May 19, 2008.

Please submit *all* of the proposal/application materials described below. To view the full funding announcement, go to <http://yosemite.epa.gov/r10/HOMEPAGE.NSF/Information/Grants> or go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and

then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

Proposal/Application Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal/Work Plan/Project Proposal,

The proposal/application package *must* include all of the following materials:

I. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Standard Form SF 424A – Budget Information:

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

III. Narrative Proposal

The document should be readable in PDF or MS Word for Windows and consolidated into a single file.

Application Preparation and Submission Instructions

Documents I through III listed under Proposal/Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete

information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document III, you will need to attach electronic files. Prepare your narrative proposal as described above in Step 1 of Section IV of the announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY08 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 08 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY08 Assoc Prog Supp – 2nd Submission.”

Once your proposal/application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY08), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-

800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact Jeff Hunt at 206-553-0256.

Application/proposal packages submitted thru grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the proposal/application deadline, please contact Jeff Hunt at 206-553-0256. Failure to do so may result in your proposal/application not being reviewed.